Discover how to mark an invoice’s status to Ready to prevent it from being edited in WorldShare Acquisitions. Changing an invoice’s status to Ready prevents editing it. The Ready status is often used to mean the invoice is ready to be imported into a separate financial system used by the library.

### Change Status To

<table>
<thead>
<tr>
<th>Status</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ready</td>
<td>Click <strong>Mark invoice as Ready</strong> at the bottom right of the screen. The invoice's status changes to Ready and the <strong>Mark invoice as Ready</strong> button changes to <strong>Reopen Invoice</strong>.</td>
</tr>
<tr>
<td>Open</td>
<td>Click <strong>Reopen invoice</strong> at the bottom right of the screen. The invoice's status changes to Open and the <strong>Reopen Invoice</strong> button changes to <strong>Mark invoice as Ready</strong>.</td>
</tr>
</tbody>
</table>